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# SPECIAL LIBRARIES

"Putting Knowledge to Work"

VOLUME 25

DECEMBER 1934

NUMBER 10

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*Indexed in Industrial Arts Index and Public Affairs Information Service*

**SPECIAL LIBRARIES** published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association at 10 Ferry Street, Concord, N. H. Subscription Offices, 10 Ferry Street, Concord, N. H., or 345 Hudson Street, New York, N. Y. Editorial and Advertising Offices at 345 Hudson Street, New York, N. Y. Subscription price, \$5.00 a year; foreign \$5.50; single copies, 50 cents.

*Entered as second-class matter at the Post Office at Concord, N. H., under the act of March 3, 1879*

# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

DECEMBER, 1934

Volume 25

+ + +

Number 10

## Methods at Consumers' Research

By J. J. HADER

Consumers' Research, Washington, New Jersey

THE methods of research at Consumers' Research are perhaps best illustrated for librarians by the problem confronting us in establishing a classification for the files. Consumers' Research is endeavoring to point the way toward a consumer-oriented society, whereas we find ourselves today very much engulfed in a production-finance-minded system of economics. The premises that underlie the thinking about a given culture or economic system are always taken for granted by the majority until those who disagree grow powerful enough to offer challenging substitutes which the majority has to accept. The majority (conventional) thinking naturally finds itself crystallized in the categories and classifications of librarians. Thus anyone at all familiar with the Dewey Decimal Scheme will see at once that these traditional categories reflect the production and finance-minded society around him. This is especially notable if one analyzes economic classifications in such libraries as those at Harvard or at the University of Pennsylvania. In other words library classifications heretofore have tended to follow at a considerable distance and time *behind* developing thought patterns of a given social order. This is especially true in periods of rapid change.

Libraries along with other institutions must yield ultimately to that change, but for those who deal only with scholarly *books* (always late in relation to events) and events when they become recorded as history, this time lag in the past has not seemed to be of any great importance. Consumers' Research, however, since it (almost uniquely) deals with the current

data of economics *in flux* and since also it has its established ultimate social and economic purpose of reorientation of society for consumer rights, wants, and needs, finds that traditional library methods are simply not applicable. The NRA, for instance, in this, its second year, is history in the becoming, yet one of the most famous libraries in the country, when asked what they did with NRA (a year and a half after the establishment of the New Deal!), replied that they were still thinking about what they were going to do with it! Other important libraries, inquiry showed, were nearly as badly off.

This experience in the library field is only typical of what Consumers' Research is trying to do in changing the dominating point of view from that of *making and selling and financing* to that of *buying and consuming*, and in changing economics from an historical and logical science into a behavioristic and orientative one. After one hundred and fifty years of preoccupation with the problems of factory ownership and management and the selling of goods, our business society has now reached the impasse where, unless further efforts are directed toward scientific or at least rational distribution *and consumption*, its economic functions will be in a deadlock; in fact there is good reason to believe that it has reached this point already. The remarkable popular response to the confidential material and publications of Consumers' Research, now reaching around 60,000 families, is an indication of the realization of this need by consumers.

Methods of research at Consumers' Research

consist in an intensive laboratory analysis of the product combined with a test in use as far as this is possible. It is amazing to see how frequently a product will stand up under tests in the laboratory, yet begin to show fundamental and serious defects when put into use for any considerable time. A kerosene stove, for instance, which gave satisfactory test performance when new and under laboratory conditions, developed serious operating difficulties when used in the home, *especially* with the wicks furnished by the manufacturer. We had to discover that the wicks made by another manufacturer for a different stove actually worked better than those sold to go with the stove! We are all too familiar with the excellent appearing radio that works beautifully on the salesroom floor but which when used in the house for a short time develops a shaky handle or a faulty adjustment or a bloop that simply cannot be overcome without serious expense and uncertainty. And how often we yield and buy some highly expensive gadget that seems to work so nicely, but what a shock when we discover that the replacement parts cost (perhaps were meant to cost) a high proportion of the original expense! Thus it is this combined laboratory test and actual use which brings out performance data and observations that would ordinarily only develop during the years of life of the product.

With this problem in mind Consumers' Research is now establishing a model house for home demonstration tests *in use*, of such things as vacuum cleaners, electric clocks, stoves and heaters, toasters, etc., and with its newly completed and equipped laboratory at Washington, New Jersey, will be able to do a much greater proportion of its own testing at home. Heretofore Consumers' Research frequently has had to depend upon the good will and cooperation, at a fee or voluntarily, of college and university laboratories and some limited use of those commercial testing laboratories which it has judged to be scientifically accurate and trustworthy and whose services at the same time were within CR's means. This availability of the extensively increased facilities of CR's own will mean a great deal, not only in the matter of providing better control of the conditions of the experiment and reducing the costs of such control, but also in permitting us

to develop, with our special background of technical experience, tests for types of consumers' goods which have not hitherto been subjected to this method of evaluation.

With Consumers' Research doing a higher proportion of its tests on its own premises there can be an assurance that at least that part of the work will not be subject to even remote or indirect commercial pressure. This is a very real and serious hindrance to genuine research on consumers' goods, since the commercial control of technicians and scientists in private and institutional testing laboratories and in colleges and universities, through subsidies, endowments, gifts of apparatus, and so forth, is now so established as to make independent effort by such laboratories out of the question in some cases, and even those scientists who find it possible to do unbiased and consumer-motivated work frequently ask that their name, or the name of the college, be not mentioned in the report, for fear of manufacturers' pressure on the academic administration, and through that on their own chances for promotion.

Consumers of course have every right to expect that their government bureaus should work for them, but these bureaus likewise are so heavily pressed upon and beset by business interests that for the time being and until the consumer orientation of government and social thinking generally has been brought about by CR's efforts and by those of other forces moving in this direction, reliance upon government bureaus for such work seems out of the question. To this extent then, Consumers' Research will have to lead the way in pointing new directions of economic and technologic thinking. This holds true not only for the simple testing of commodities but for the much more fundamental and underlying problems of which a producer-finance-minded economic system is the victim. One of such problems, as Consumers' Research subscribers are well aware, is the protection of the consumer against poisons of literally a hundred kinds and degrees of danger that creep into the commercial processes of the manufacture of foods, and are found in such common articles of daily use as cosmetics. There are likewise the growing problems of the artificial and stall feeding of cattle and milch cows and poultry in relation to the vitamin and mineral content and other qualities, perhaps

yet unknown and uninvestigated, of the meat, milk, and eggs produced. Prompted solely by commercial motives, by-products like cottonseed meal and "apple scrap" are being fed with serious consequences on the quality of meat and eggs. Such artificial methods are being introduced at a score of points in what were once processes close to and governed by natural environment and development, and the change is always without any consideration of its influence on the human food as an end-product. Likewise, in the constant endeavor to turn out a higher yield of vegetables or fruit, new and dangerous poisons in truck garden and orchard, to control insects, blights, fungus growths, and so forth, are constantly being experimented with, and no serious consideration given to the very important hazard of consumer poisoning.

Government bureaus which should protect the consumer and lead the way in such explorations are all too often lagging behind, or actually aiding in the increase of the hazards by their advice to commercial interests and in the suppression of the essential information that the consumer needs to build up his defenses. Thus publicity must be given to little-known facts, such as the recent discovery by government chemists of the deadly poisonous chemical element selenium in wheat from certain soils, and of the quite dangerous toxicity of cod-liver oil and some other substances of high vitamin-concentration. As it grows and develops, Consumers' Research hopes to devote more of its time and energy to such consumer problems and to warn consumers of the dangers of such practices, and to establish more adequate legal and social protection therefrom.

Commodity testing, experimentation, and exploration are important aspects of the work of Consumers' Research, but there is another side — in which librarians in general and special librarians particularly can be of valuable aid to a growing consumer movement. Our economic, sociological, and political categories for the filing and finding of social scientists' material in terms of consumer concepts are woefully inadequate, usually indeed almost completely lacking; and a consumer attempting to use library facilities to find out all important sources of information about consumers' goods and services would find his best efforts blocked in a very few hours even in the

most exhaustive, comprehensive catalog the best library affords. Librarians must scrutinize their classifications with a discerning eye to note how and to what extent the motives and preoccupations of business and business rights and procedures have tended completely to obliterate consumer rights and interests. The censorship and suppression of facts valuable and necessary to consumers, by newspapers, radio, and popular, trade, and technical magazines, are going on all the time; are indeed a major activity in many editors' lives. We need classifications that will help reveal deceit and fraud, business trickery, "honest graft" — and make such data more readily available to students, teachers, and investigators. Primarily of course this involves the shifting from nominal headings, that is, categories that merely classify by name (of person, institution, or event), to categories that show *who does what* (or gets what done to him!). One such file at Consumers' Research is called, for lack of a better name, "The Consumer and the Farmer Both Get Gyped," and refers to those multifarious practices of business men which take advantage of the unorganized and defenseless farmers on one end and the unorganized and defenseless consumers on the other. This title is, of course, purely empirical, but it illustrates the point — a point which is of the deepest importance in present-day economic concepts. New terms and classes must be devised and applied to supplant the old and to point new directions. Consumer concepts must be introduced and material collected accordingly.

In schools and colleges there is a growing awareness among students and investigators that all is not as well as it might be in our business-motivated society and government. High school and college students are increasingly turning to the consumer problem as one offering fertile fields for research and for effective thinking about the problems of a sick world and a sick economic order. It is up to the librarians to anticipate this movement so that the growing band of consumer-minded investigators all over the country will be aided in their efforts to develop economic and political thought along realistic lines rather than upon the abstract lines of economic literature and education of a type originating mainly in a preindustrial and a prescientific era.

## What's New?

By GAD GE TEER

TO THE true gadgeteer there are few things so satisfying as a new catalog of "library supplies," or a manufacturer's "literature" setting forth in glowing language the virtues of a gadget you can't be without another day, or that supreme experience, a business show. How many times haven't you gone through Gaylord's catalog wishing that Something would justify the purchase of a Magazine drill with extra points or a Book-charging machine — electric, automatic — even though you don't circulate a dozen books a day? Well, if you haven't spent a profitable hour over C. T. Anderson's samples — by the way, they have something they call cellulose tape that's the best mending tissue I've found yet, all sticky and ready to use. I wonder if they know that with a bit of cotton it's a grand bandage for paper cuts. If you haven't pored over Demco's old catalog — they're about to bring out a new edition — then I say skip this. It's not for you and you'll find the language strange and the enthusiasm naïve!

*Typewriters.* There's a perfect welter of refinements in the typewriters. L. C. Smith's New Silent is silent without being hard to use, has two platens and something that makes half spacing possible, which ought to be a boon. The International Business Machines Corporation offers you the Electromatic "30% faster at 1/16 the effort." You don't have to wear yourself down pushing the carriage around. One touch and back it pops. And there are five varieties of Corona, one a silent model. Underwood Elliott Fisher has Sano Typewriter Pads to deaden the din of the machine, and a new rubber cap to slip over your keys called the Master Speed Keys, guaranteed to leave your fingernails unbroken. "Line-A-Time" is Remington Rand's cure for the typist's zig-zags or pendulum head. It's a metal frame that puts a notebook in front of the stenographer so that she can look it in the eye instead of taking furtive peeks at it.

*Letter Services.* I'm glad I can mention Hooven Letters, Inc. Their billboard advertisements are part of my early recollections and

I've a distinctly friendly feeling when I see the name. They have a sort of superhuman machine on which they do letters. It stops and starts and does individual things. Globe Mail Service offers six types of letterwork, one of which runs your letterhead as it reproduces the letter. I was interested until I came to this, "In quantities of a million, etc." Somehow that doesn't apply to so many special libraries.

*Indexing and Filing Systems.* Rand Kardex is an old and good friend to many of you. The shallow drawers with 40 visible cards certainly offers a quick way to check incoming publications. Acme Visible Equipment can be used for every kind of record and their Da-Log, a desk diary, arouses covetous feelings only slightly assuaged by the thought that on no score do I rate one. Wheeldex, made by the Scholfield Service, Inc., is new to me, but it looks useful and compact. The cards are filed on a wheel which rotates and brings any card to hand immediately. One of our members has a Wheeldex which she uses to list new titles and keeps on the desk.

*Miscellaneous Items.* If you're in the market for a lock pencil with an unbreakable chain, consult the Library Bureau Catalog on page 10. It was invented by the janitor at the Bridgeport Library. The Markwell Mfg. Co. makes a stapler that can be used for temporary or permanent fastening. One snap makes the staple act like a pin, minus the sharp points, which can be pulled out. Another snap and the staple clinches permanently. It will take 60 sheets without effort and is called the "Nu-Pin." Sheaffer Pen Co. says that their Para-Lastik sticks paper to anything without curling or wrinkling. Sometime, I'll try it, and if it does what they say, I'll be for it.

One true-hearted gadgeteer yearns openly for the Gaylord electric erasing machine. It plugs into an outlet, you hold the eraser in your hand like a pencil, press the button, and your card is as clean and chaste as the day on which it was made. My heart's desire is so much simpler, however — it's only for some white ink that Will Work.

## Important Books of the Year

### A Symposium by Correspondence

#### FROM A NEWSPAPER LIBRARIAN

THIS, I know, was long overdue, and I trust that you will not chalk it up against me with too black a crayon. Somehow, lately, we have been busier than the proverbial bee. United States and the rest of the world are making history at top speed, and that is a bit hard for newspaper librarians.

As to the 1934 books which we have found especially helpful, well, I thought they were legion, until I started to list them. Many we found were of distinct use to us because they filled wide, open gaps in our collections of books on history, biography, economics, etc. Regular Year Books and Annuals are not given special mention as all newspaper libraries will renew these, unless their budgets have been cut beyond the vanishing point. "Europe," "The Revised Lincoln Library," and "Editorial Research Reports," are not as well known as they should be. Personally, I have found the "Economic Handbook of the Pacific Area," edited by Frederick V. Field, with a foreword by Newton D. Baker, published for the Institute of Pacific Relations, by Doubleday, Doran & Company, to be most useful. This is a carefully documented book, amply illustrated with maps, charts, and statistical tables. As an aid to answering questions to do with population trends, industry, and its attendant economic ramifications, as well as on agriculture and minerals in the countries in the Pacific area, it is invaluable. The fact that the deductions drawn are uncolored by any personal bias, makes the book especially helpful.

Now that there are so many tangley questions about the duties, etc., of the innumerable government agencies, it is well, to put it mildly, to have an official explanation book within easy reach. Such a book is a "Daily Revised Manual of Emergency Recovery Agencies and Facilities," provided by the United States Government, issued by National Emergency Council, Washington, D. C., without charge. This manual has charts giving the setup of each agency, a condensed history of its formation and a number of pertinent questions and answers.

Who among newspaper librarians, and perhaps others, has not wished that there were assembled in one reliable book the answers to questions about different cities? This is the reason, perhaps, that the "Municipal Year Book — 1934," has been so widely acclaimed. The editors are C. E. Ridley and P. F. Nolting. It is published by International City Managers' Association, Chicago, Illinois. This year book is really an extension of the City Managers' Year Book, but extended in such a way as to multiply its value.

It is often the little things which one expects to find at once that cause long and hard-to-explain searches. For this reason, we are especially glad to add "State Names, Flags, Seals, Songs, Birds, Flowers, and Other Symbols," published by the H. W. Wilson Company, New York City, to our quick-reference shelf. This is an especially well-indexed book and, in so far as I know, the only place in print where all of this information is available.

Another Who's Who, that is if it is a reliable one, is always greeted with much rejoicing. *America's Young Men, The Official Who's Who Among the Young Men of the Nation*, is published by Richard Blank Publishing Company, Los Angeles, California. It is edited by Durward Howes. Here are listed short, concise biographies of young men, many of whom are becoming increasingly well known. As another companion to Who's Who in America, it has a definite place. One wishes that sometimes these books would include the pronunciation of peoples' names.—*Blanche L. Davenport, "Christian Science Monitor."*

#### FROM A MISSIONARY RESEARCH LIBRARIAN

You have asked me for the names of several 1934 publications which have been of particular value in my work. Now, while certain years are definitely marked by the publication of some outstanding title (as when in 1932 "Re-thinking Missions" filled the horizon), 1934 has seen the appearance of various books of high value, but not of any one towering giant. The choice for your purpose, therefore, presents difficulties. Leaving aside the absolutely essential current annuals such as the

Japan and China "Christian Year-books," not to mention my bosom companion the "Statesman's Year-book"; disregarding also the reports and proceedings of recurring conferences, such as the Foreign Missions Conference of North America; there are five books which I would like to note, with the full recognition that the decision to place them at the head of the list is at best only tentative, and along with various other weighty matters quite subject to reversal in any New Deal!

First, there is a timely little book by Basil Mathews, with the modest title: "World Tides in the Far East." I have heard it criticized as "rather superficial"; but how detailedly can one present the riot and rhythm of China and Japan in 189 pages? Besides, that particular critic is both learned and scholarly, while I am neither, but only a humble librarian, grateful to put into the hand of a restless public a guiding thread which seems to lead through the maze of Far Eastern affairs. Despite, or rather because, of rigid elimination of confusing details, the thread has proved both dependable and welcome.

Quite recently, another book also dealing with actualities in Asia has challenged attention, — Oscar Buck's "Christianity Tested," with the explanatory sub-title, "Its significance for modern missions." It is so true that it is trite to say that the entire world is today in a condition of bewildered upheaval; and inevitably Christian missions, as a movement, shares in the general confusion. But some of us with a Christian heritage still are convinced that there is an ideal at the heart of Christianity which indicates a way out for all people. Asia, in a more acute state of upheaval and of kaleidoscopic change than we realize, is sceptical; and continually there the question is raised: "Wherein, to the non-Christian, lies the real strength and essential uniqueness of Christianity?" Can you answer that question? Dr. Buck's discussion is from this point of view, probes deep, and is really helpful to those honestly asking "Why missions?"

Of a different type but of somewhat parallel significance is "Modern Industry and the African," a composite study edited by Dr. J. Merle Davis. This is the report of an investigation, sponsored by the International Missionary Council, into the effect on Bantu society

and on the work of missions of the copper mine industry in Central Africa. It is important, in part, because it definitely applies scientific survey methods to the study of a critical situation in which the Christian church finds itself deeply concerned; in part, because it concludes with a chapter of breath-taking recommendations for the future work of missions, deduced directly from the actual conditions investigated. No more enlightening reading than this summary could be given to one seeking to glimpse fundamental idealism of the modern missionary movement.

Abstract treatment of an idealistic movement by cold scientific method is found in "Christian Missions and a New World Culture" (A. G. Baker). To me, this discussion is difficult to read and a bit bleak — I never had much of a *flair* for abstruse scientific analyses! — but to some the unemotional presentation of the missionary enterprise as an applied science (such as is agriculture or medicine) is so illuminating as to accord this title first place on the list. The book is full of psychology, and has (among others) an awe-inspiring diagram of "culture complexes." I appreciate the complex, and take the culture on faith!

It's heart-warming to turn from this to "The Christian Message for the World Today," a symposium by nine outstanding writers, such as Dr. Stanley Jones, Bishop McConnell, and Dr. Henry P. Van Dusen. Here is a consideration of the world reach of the Christian faith from the point of view of thoughtful Christian leaders, which yet takes faithful account of the passion that is communism, of the religion of nationalism, and of the appalling world economic crisis.

I have written of these five because they have answered many questions coming to my desk, and you say you wish titles of particular value in my work. I feel impelled, however, to add a sixth one, of particular value to my work — one which joyously pokes fun at solemn missionary bishops with learned wives, at exuberantly enthusiastic Oxford Groupers, at cautious and disapproving English travellers, and in general at all of us who take ourselves with too utter seriousness! Do you know "Going Abroad" by Rose Macaulay? If not, you have my sympathy. 'Tis a fine counter irritant to overwrought emotions,



and has even brought me to chuckling aloud in the New York subway! — *Hollis W. Hering, Missionary Research Library.*

#### FROM A FOOD PRODUCTS LIBRARIAN

The first book I would list as a real "find" for our library among the 1934 publications is the "Modern Drug Encyclopedia and Therapeutic Guide." This offers a source of information about non-pharmacopoeial preparations and proprietary products, including mineral waters and a number of special food products. It includes an index of such products by manufacturers, and a considerable bibliography on various products of this type, and is finished off with a 220-page index. No wonder it's a joy to a librarian!

We have only just received the first edition of the "Advertising Production Yearbook," but it appears to be an excellent compact book for the reference shelf, giving terminology and data of advertising production which has heretofore been carried around in advertising men's heads or buried in some deep and learned textbook.

"Modern Food Merchandising" is a splendid reading and reference book on store layout display, retail advertising, etc., for grocery stores.

The nicest book about tea I have had for a long time is the "Culture and Marketing of Tea" by C. R. Harler. The author himself says it is not an exhaustive treatise, but it does contain all the basic information on this subject. It is an English book but this does not affect its value for American libraries.

The two most interesting new services of this year are the *Congressional Intelligence*, which actually began the latter part of 1933, and the "Daily Revised Manual of Emergency Recovery Agencies and Facilities," published by the National Emergency Council. *Congressional Intelligence* consists of a weekly service confined entirely to factual data;— weekly letters, which can be subscribed for separately, offering editorial opinion on various phases of the Washington situation; and a monthly compilation of statistics. The weekly service covers all those desperate little facts which are so hard to find — the name of the man who was appointed third assistant deputy administrator last week; during the session, weekly poll of Congress on all important

measures; announcements of hearings; weekly news summary for each department of the Government; and a tremendous list of government publications and news releases which the Service will furnish on request, usually without charge. The monthly bulletin is an astounding compilation of government statistics, and also contains a biographical section — "Who's Who for the Month in the Federal Government." Compared with most "services," and for what it gives, its price is very reasonable.

Duke University began the publication of a new quarterly, *Law and Contemporary Problems*. The December 1933 issue was an excellent symposium on "The protection of the consumer of food and drugs." The second issue dealt with housing and slum clearance. Many libraries who would not care for a subscription may find it important to watch for valuable single numbers.

Among the host of liquor journals, new and old, we find *Mida's Criterion* most valuable.

To finish off my letter, here are the eight most popular books on our circulation list this year: "The ultimate consumer," May 1934 issue of *Annals of American Academy of Political and Social Science*; "Truck Selling," by Louis J. Sandburg (Harvard Business Research Studies No. 7); "Our Master's Voice," by James Rorty (John Day); "Handbook for Route Salesman," by Fred DeArmond (Route Sales Publications); "America's Capacity to Consume," by M. Leven; "America's Capacity to Produce," by Edward Nourse; "Price Control in NRA Codes," by Terborgh (Brookings Institute); "Diet and Personality," by Bogert (Macmillan). — *Florence A. Grant, Standard Brands, Inc.*

#### FROM AN INVESTMENT SERVICE HOUSE

A new book that I just purchased that I think is really swell is "The Economist's Handbook, a Manual of Statistical Sources," compiled by a member of the General Research Department of Netherlands Trading Society and published in Amsterdam. The book is in two arrangements and the subject matter covered is for countries of Belgium, Luxembourg, France, Germany, Netherlands, Switzerland, and the United Kingdom as well as the United States of America. It gives current official and semi-official sources for regular and

irregular data on agriculture, labor, gold, production in foreign trade, national finance, money market, retail trade, securities, and taxes.

The reason I find it of such considerable value is that it gives sources of information on prices of securities on all exchanges of the countries mentioned. In each instance it gives the name of the publication, name of publishers, price, and remarks which indicate what the various publications contain. The remarks are in English.

I am noting other outstanding books. "The Stock Market Control," by the Twentieth Century Fund, is particularly valuable for finding all in one place and for quick reference the details of trading on foreign stock exchanges. It has several diagrams which make clear for the uninitiated person the operations of stock buying and selling in the United States also.

Aside from the directory value of "The Refrigeration Directory and Market Data Book," it has a statistical section in which is given sales of electric refrigerators and other electrical products yearly and by months. This includes household and commercial refrigerators as well as a four-year record of sales on vacuums, ranges, washers, ironers, and oil burners; and also wired houses by sections of the country in the United States of America and a survey on air-conditioning in twelve large cities. All of this data can, of course, be found in other sources but for quick reference all in one place, this fills the bill.

"Regulation of Public Utilities," by Cassius M. Clay, is written not so much for technical people as for the lay readers. It has a marvelous historical background on public utilities and it contains federal control, holding companies, national and state legislation, and gives the legal aspects of regulation of public utilities. At the bottom of the pages and at the end of chapters it has an excellent bibliography and references. This book is particularly important in view of the publicity and attention that is being given at the present time to the entire public utility field.

The new material included in the 1934 edition of "Financial Policy of Corporations" is particularly timely under the new deal. It

discusses changes in our economic policy and financial procedure and particularly in the new relationship that is being established between corporations through its management and its stockholders. It gives extended treatment on valuation, current capital and the industrial cycle.

Aside from outlining the theory of valuation, it has especially good chapters on the technique and procedure of reorganization, and also goes into details on the subjects of financing, syndicates, mergers, depreciation and cost of borrowed capital and voting trusts, all items which are much in the minds of the financial world at the present moment.

Although the "Survey of the Nation's Domestic Debt Burden in Relation to Capacity of Debtors to Pay" (published by the Twentieth Century Fund, Inc.) was published in 1933, I doubt if it got the wide circulation that it deserves. For the first time data that have been so scattered have been compiled in chapters on farm mortgage indebtedness; urban and real estate securities; industrial, railroad, and utilities securities; state and local indebtedness; short term and long term debts.

The chapter which I have found most useful is the one on the indebtedness or urban and real estate issues. Anyone that has had to chase this information would certainly appreciate the work done by an authority of this kind. Each section or chapter is written by an expert and in turn reviewed by a second expert.

"The Manual of Obsolete and Extinct Securities," as everyone probably knows, gives information on approximately 500,000 companies showing those that have been reorganized, merged, liquidated, or dissolved, and companies that have changed their names; reports on closed corporations and little known companies and also those that have forfeited their charter through failure to pay taxes or for any other reason. The thing that makes this outstanding is that this particular Volume VI or the 1934 edition, contains an index to the three previous volumes, therefore making it necessary to look in only one to two places. — *Eleanor S. Cavanaugh, Standard Statistics Company, Inc.*

(To be continued)

# The Special Library Profession and What It Offers

## 4—Chemical Libraries

By BETTY JOY COLE

Librarian, Calco Chemical Co., Inc., Bound Brook, New Jersey

THE subject matter of this article is based on the questionnaire sent out to special libraries in September 1934. As chemical libraries were the first to be covered, not all replies were received in time to be included in this formulation of the material. The study of questionnaires has been supplemented by reference reading, and by what has been learned through personal experience, both in the company's library and in those libraries with which we have had some personal contact. Because of the necessity for early study of the questionnaires, the figures which occur in this article can only be considered as typical of the entire group. Of those libraries whose replies were received in time, not all answered every question, some because the library does not have more than one on the staff, some because of the policies of the company.

### SCOPE OF A CHEMICAL LIBRARY

The scope of a chemical library is rather hard to define, as there are so many different departments which are served by it. It should have available material for use by research, analytical and testing laboratories, manufacturing, sales and accounting departments. This means that in addition to chemistry which, of course, forms the major part of the collection, the library should contain information on engineering methods and materials, market prices, industrial applications, accounting and labor.

The main collection is generally highly specialized, dealing not with one branch of chemistry but with one particular field in that branch. Organic chemistry alone has so many different fields that no one concern is interested in them all. The major interest of one may be pharmaceuticals, another's may be dyestuffs, while that of a third may be petroleum products, or organic fertilizers. But there is so much interlocking of the different branches

and the different fields in those branches that it is hard to draw a line where one stops and another begins. For this reason, there will be found a great deal of collateral material in any chemical library. In addition to the main subject there will be books on physical chemistry, colloid chemistry, electrochemistry, photomicroscopy, all of which are important in an industrial plant.

Many chemical libraries will also have a patent file. This file will vary in size and scope with the rather limited or widespread interests of the company. But, regardless of size, it contains valuable information and forms an important part of the collection.

To sum up, the library should be able to supply information on any question which arises in a chemical manufacturing plant from research to employment.

### HISTORY

Chemical libraries are not very old. (This does not take into consideration those connected with colleges, universities or public libraries, as their whole problem is somewhat different from that of an industrial library, but even in these the chemical library was not separated from the main collection until a comparatively short time ago. For example, the Science-Technology Division of the New York Public Library was not organized until 1911.) The majority of industrial libraries have come either into existence or into prominence since the war. Two outstanding exceptions are the library of the N. V. Potash Export My., Inc., which was organized in 1890, and the library of the Chemist's Club of New York City, which was established in 1898.

In the early 1900s the greater part of the work done in chemistry was carried on in Germany. Chemists all over the world felt that to become leaders in their chosen field, they must have the advantage of study in

Germany. Consequently, chemical libraries in America, as well as in other countries, received little attention. But the war changed this scheme of things; countries were jolted out of the rut and thrown upon their own resources. One of the results of this upheaval was the amazing growth of chemical industries in this country. Due to this expansion, the need for libraries "on the premises" was keenly felt, and chemical libraries have been organized rapidly since 1914.

The du Pont library at Wilmington, Delaware, was organized in 1916, while the library at the Niagara Falls plant was started in 1929. The Calco Chemical Co. Library was established in 1915; that of the New Jersey Zinc in 1916. In 1919, the chemical library of Procter & Gamble was begun, as well as those of The Aluminum Company of America, the National Aniline & Chemical Co., and the Standard Oil Development Co. The library of Eastman Kodak Co. was started in 1920; that of the Bakelite Co. in 1926. Merck & Co. did not organize their library until 1932. There is at least one library which is being organized at the present date.

Some of them began in a very small way. One started with space in a general office with a stenographer devoting only a part of her time to the work; another was placed under the care of a chemist who used a quarter of his time for this purpose; still another originated with six bookcases in charge of a statistician-engineer. From such humble beginnings have chemical libraries grown. These makeshifts were soon found to be far too inadequate, and the libraries were given separate rooms and a staff that devoted its entire time to the work.

#### VALUE

The value of a library can be considered from at least two different angles. Some might consider only the monetary value, the cost of the books, journals, etc. Taking this viewpoint, the value would increase with the growth of the collection, and the completeness of the sets of journals. Of course, one must not lose sight of this angle, but the other side, the value of the library to the company it serves, is the more important.

According to J. E. Mills in his article on

southern chemical libraries, the "prime object of the library is to render the greatest possible service to all desiring its use." The library is, and should be, a general service department. Therefore, the real value of a library lies in the rapidity and thoroughness with which inquiries are answered. On this basis, it is practically impossible to state the value of the library in dollars and cents. The amount of time which a chemist might spend in work on a problem is often cut in half by the information that is obtained from the library. In addition to this, the cost of the chemicals saved, the time an assistant might spend working with the chemist and the time which would have been spent in writing a report on work which had already been done, should be taken into consideration when evaluating service rendered by the library.

Naturally, every inquiry answered does not have the monetary value shown in the example given above, but answering even simple questions saves time for someone, and, what is important, that feeling of irritation caused by having to stop a piece of work to look up a small item.

So that the value of a library to an industrial concern is pretty much what the librarian makes it. True, large collections mean more material at hand and a consequent saving of time in answering questions, but they are of little use unless there is someone who knows where the material is and how to get at it.

#### GENERAL ORGANIZATION

The libraries are organized under different departments in the different companies, although the most frequent as well as the most logical department for them to come under seems to be the research department. This is because although all departments have access to the library at all times, it is more generally used by the research chemists. Therefore, chemical libraries are apt to be found pretty well surrounded by research laboratories.

The library generally operates on a budget just as any other departmental unit. The size of this budget varies with the size of the company and the importance of the library to the company. There are still a few cases of unenlightened companies which merely consider the library as a general dumping ground for

anything that is not wanted elsewhere. In these cases, fortunately very few, the librarian has to fight for everything.

The library is open during business hours and can be used by anyone connected with the plant. Personal loans are made only to individuals connected with the company, but inter-library loans may be arranged for with almost any library, reciprocity being the only requirement. If anyone from outside the plant wishes to use the library, he may do so upon proper introduction. For those who are employed by the company who wish to use the library in the evenings or on holidays, a pass key to the library can generally be obtained. The system of classification used in the libraries is either that of the Library of Congress or the Dewey Decimal. Both seem to be equally popular. In some libraries, a combination of the two systems is used as the Dewey Classification and Library of Congress subject heads. There are several instances in which a form modified to fit the particular needs of the library is used. Both systems have their good and their weak points, both have room for expansion. The general rule is to have the classification flexible enough to take care of the needs of the library rather than fitting the collection into a rigid classification.

The library may have a separate catalog for the different types of material, or these may be combined in one. Which method is used will depend upon the use made of the catalog and what best fits in with the requirements of the men.

Scientific subject headings with ample cross references alphabetically arranged is the simplest and most practical way to classify chemical and technical periodic literature. "Chemical Abstracts" gives subject headings in the annual index which could well be followed by a chemical library. But here, again, the peculiar needs of the library should be considered and the headings made to fit those needs. Flexibility of the system is important.

The following statement was made by Helen R. Hosmer in the *Journal of Industrial and Engineering Chemistry* for June 1919: "For efficiency, its [the library] methods must be flexible and capable of adjustment to circumstance and of expansion to meet new needs. The director must not only be ready to supply facts but also to receive ideas from the day's

experience and to apply them to the advancement of the service, for the service may frequently, through such means, rise far superior in value to the material equipment."

Some companies have departmental libraries which are really branches of the main one. Books for these are ordered by the main library. When received, the books are cataloged and charged permanently to the department. A record of all books owned by the company is kept in the main library. The departmental books are available for anyone and form as much a part of the collection as those which are placed in the library proper.

#### WORK ASSIGNMENT

The work assignment will, of course, depend upon the size of the library staff and upon the training of the individual. The staff may be large enough to have assistants who have entire charge of one or more phases of the work, such as cataloging, abstracting, filing or other routine duties. In the case of a smaller staff, this work may be rotated among the members, but it is generally considered a better method to have one person responsible for a definite part of the work. This will avoid any confusion or misunderstanding on the part of the staff. The responsibility of the library naturally rests upon the head librarian who, in addition to his own work, must see that the others carry out their appointed tasks.

The work of the librarian generally consists of handling important correspondence, approving orders for books, subscriptions, supplies, etc., preparing any bulletins issued by the library, compiling bibliographies, making literature surveys and answering questions of a technical nature. He must also plan the work to be done, supervise and train new assistants and be the point of contact between the library and the executives.

The assistants handle the routine work such as checking in and routing journals, filing, any typing that is to be done, collating journals for binding, sending out overdue notices and handling of inter-library loans.

One of the libraries divides the work as follows:

The librarian has charge of  
Correspondence  
Reference work

Bibliographies  
Scanning of new periodicals  
Approving of orders, bills, subscriptions  
Conferences with department heads  
Publicity  
Classification and subject headings  
Revising catalog  
Withdrawals  
The assistants take care of  
Daily statistics  
Filing charge cards  
Second-class mail  
Checking and circulating journals  
Filing journals  
Wrapping and labelling unbound journals  
Handling requests for books and journals  
Sending out overdue notices  
Ordering and filing patents  
Indexing journals  
Typing cards  
Filing cards  
Care of the stock  
Collating journals for binding  
Handling loans.

A few libraries may do more work than is outlined above, some may do less. The amount of work carried out necessarily depends upon the size of the staff. Where there are no assistants, the more important items are handled and the rest left to take care of themselves. No one person can manage all the work of a library, no matter how conscientious or ambitious he might be.

Clyde W. Mason, in his article in the *Journal of Chemical Education* for August 1930, says: "To be of the utmost value, the 'stock' should be as complete as possible and all items should be easily accessible with the minimum of searching. However, the library ought to be more than a warehouse for books—it should function as a showroom also, to exhibit its contents for the benefit of persons who may not know precisely what they want or what is to be had."

This showing of stock is done in various ways. A space is set aside for the purpose of displaying new books. These are kept for two to three weeks before charged out so that those using the library have an opportunity of looking over the latest accessions.

Bulletin boards are maintained. These are placed in a prominent position, generally near

the entrance, so that everyone may see what it holds before going into the library. On this board are posted notices of the new books, of meetings of science clubs, whether plant clubs or outside groups, of lectures to be held in the vicinity, and of items of current interest.

Abstract or patent bulletins are prepared and issued weekly or monthly by the librarian. These are generally put up in a mimeographed form. One library sends out its abstract bulletin in such a form that the abstracts of special interest to any chemist may be detached and filed. The space allotted to each abstract is 4 x 6 inches, the sheet being perforated for quick and easy detachment of any one abstract. Several libraries issue both an abstract and a patent bulletin. One library issues its bulletin as a printed quarterly, another issues a bi-monthly printed bulletin. Libraries issuing more than one bulletin will send out one as a weekly and the other as a monthly. Even if figures were available regarding the cost of the bulletin there would be such a variation that they would be of little use.

#### STAFF DETAIL

The size of the staff varies with the size of the library and the company. Possibly the largest staff is one which consists of four technical and eleven clerical persons, making a total staff of fifteen. Another chemical library has eleven on the staff. By far the greater number of libraries have staffs of one to three persons.

It is interesting to note that in spite of the economic change in the country between the years of 1929 and 1934 the majority of the chemical libraries have not decreased their staff, while in some cases it has even been increased. This is probably due to the fact that because of the slowing down in business, chemical industries are doing more research work than before and realize that a well-equipped, well-staffed library plays an important part in this work.

Judging from the replies received to the questionnaires, the opportunities for men and women are about the same, but show a small preference in favor of women.

It is essential that the director of a chemical library have a college training with some work, preferably a degree, in chemistry. If the di-

rector has spent some time in chemical work, either as a teacher or a chemist, he is that much better equipped to handle his job. He has had some experience with the reference works and is also able to see his library not only from the point of the worker in it, but also from the point of view of the chemist. Library training is not as essential in this field as it may be in some of the others. A knowledge of the subject matter is of greater importance. A study of foreign languages also is an important part of the training for a chemical librarian. If he knows one language well and has a reading knowledge of one or two others, he is equipped to handle translations and abstracts of papers in a foreign language. This forms a large part of the work and should be handled by a person knowing not only the language but also the subject.

The requirements for an assistant are not so rigid, but he must have a high school education, and a knowledge of chemistry, even though slight, is desirable. There are some libraries, however, which require a college degree of the assistant. An assistant should be able to type; if he has had stenographic training he is better prepared for his work. It would be well if he knows enough German to be able to read the titles of a paper. In his position, a thorough knowledge of the language is not necessary, but he should have some slight comprehension of it. Many of the companies prefer to do their own library training, so this is not a requisite. Two important qualities to be looked for when employing an assistant are alertness and accuracy. Quickness will be developed as he becomes familiar with the work.

The majority of the libraries operate on a 40-hour week, although there are a few which work on a 35- or 37-hour week. The vacation period is two weeks in practically every industrial library. One company gives two weeks in summer or three weeks in winter. As a general rule, this two-week vacation period is given to all employees having been with the company for the period of one year or longer. In cases where the employment period is less than one year, the vacation is arranged according to the company policy. This may be one day vacation for each month of employment; a practice with industrial concerns.

### SALARIES

Comparatively little information on salaries is available, but apparently present salaries show approximately a 10 percent reduction during the last few years. Salaries for librarians run from a low of about \$1,200 to \$3,000 or \$3,500. Salaries of assistants range from \$900 to \$1,800; for clerical help the scale is approximately \$720 to \$1,200 a year. In the medium-sized libraries, operating on a reduced budget, the average payroll may consist of a librarian at \$2,000 and a clerk at \$1,000.

### COLLECTIONS

Here, if anywhere, we find a great variation not only in size, but in the sort of material. In chemistry, the greater part of the literature is in periodicals, transactions of societies, reports and theses. These are of greater importance to the chemist than books, as these contain the record of what is being done today, while the books contain records of what has been done one, two or more years ago. The books are used largely as reference works.

Another important part of the collection is the patent files. The number of patents will run into thousands to which new patents are being added as issued.

The amounts spent on collections show the usual wide variations, but almost invariably more is spent annually on periodicals and memberships than on books. In most cases the amount spent in 1933 shows a slight decrease as compared with that for 1929, though the contrary is sometimes true. Expenditures representative of the larger libraries were in 1933, for books, \$1,100; for periodicals and memberships, \$1,600; for binding, \$300; and for other items, \$600. In the medium-sized group one library spent in 1933, \$482 for books, \$1,036 for periodicals and \$160 for other materials. This same library had spent in 1929, for books, \$968; for periodicals, \$1,068; and for other material, \$275.

The Chemist's Club in New York City has a collection of some 40,000 volumes. One large company has a collection of 11,000 books, 212,000 patents and 88 file drawers of loose material; the same company has at another branch a collection of 2,700 books, 3,500 bound periodicals, 5,000 pamphlets and 60,000 pat-

ents and company reports. A chemical library in the west consists of 500 books and 500 files containing library material; one of the oldest has 1,000 books and 65,000 to 70,000 files; an eastern organization has 1,000 books, 2,000 pamphlets, 70 loose-leaf binders of clippings, 6 drawers of patents and 90 journals a year; another has 450 books and 8 files filled with pamphlets and clippings; in the central states one has 1,200 books, 355 periodicals and 6,000 pamphlets, and another has 4,500 books and 9 files of loose material.

In addition to these there are statements on imports and exports issued by the Government, services issued by such organizations as Babson, Whaley-Eaton and Prentice-Hall, Inc., which are to be found in almost every collection.

#### FUTURE

The future of the chemical libraries seems to be assured. In the field of chemistry new discoveries are being made, improvements on earlier methods of preparation are being found, new properties of a substance already known or new ways in which it can be used are of common occurrence. All of this work appears in the literature which is growing more voluminous every year. To keep abreast with these developments, to prevent useless repetition of work, to have the needed information at hand, there must be a depository for this literature which is, of course, the library.

Mr. Samuel Hooker once said that "of all his (a chemist's) tools, the most important and indispensable is the library." If this were true in 1928, how much truer it is today! One library can only approximately cover the field. It is too vast, too widespread to attempt more than that in an industrial organization. There is a tendency, which will undoubtedly grow as the literature increases, for a library to become highly specialized. This is a development which should lead to more complete collections in a particular line which can be kept up to date more rapidly.

As this specializing spreads, there should grow with it an even closer coöperation between libraries within a limited area than now exists. This would enable any one library to have ready access to the material of any other library in that area. (This, of course, would

apply only to books and such material as any one could consult at any library.)

One way to bring this coöperation about is by local meetings of the librarians representing chemical companies. In these meetings, which should not come so often as to be a burden to one whose time is already well filled, a discussion of common problems is desirable, but the chief aim should be a general knowledge of the collections of other libraries. For this reason, it would be well to hold the meetings at the different libraries. If this is done, then when information is desired which is not already at hand, it may be possible to obtain what is wanted in the shortest possible time.

It is to meet this need that the groups of special interests in the local chapters of the Special Libraries Association can function most effectively. The broad outlook of the chapter is needed as well as the smaller, but when a chapter is large it is well to meet with your neighbor librarians whether they have the same sort of collection as you or not. The "notes" come in very handy when information of a non-chemical nature is wanted. Chemical libraries are far more than a collection of books tidily arranged on a series of shelves. There is a very definite need to be filled not only today but in the future. Accordingly, there must be a constant growth and a very definite planning for what lies ahead.

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## How a Chemical Library Service Operates

By KATHARINE REINAU

Chemical Library Service, Berkeley, California

THE Chemical Library Service was established in 1932 as a part-time venture to fill the need for a consulting technical library service for the many firms and individuals who do not maintain libraries of their own or do not employ a full-time librarian. The Chemical Library Service was also prepared to install technical libraries and train librarians when the need was recognized. After a year and a half it was decided to work on a full-time basis, since the volume of work was steadily increasing. The staff now consists of one full-time librarian, experienced in chemical and technical library work, and part-time translators and typists on call for special work.

Crane and Patterson — Literature of Chemistry, Hackh — Chemical Dictionary, Patterson's French and German Dictionaries, the Rubber Handbook, an encyclopedia, the Union List of Periodicals in the San Francisco Bay Region, the Chemical Abstracts List of Periodicals Abstracted, the Chemical Guide-Book (Chemical Industries) and a few general chemical and engineering textbooks form the

desk reference collection. All other reference tools, such as Beilstein, International Critical Tables, Gmelin, and the various abstract journals and indexes are readily available at nearby libraries, though the library has a five-year file of the various publications of the American Chemical Society and receives current issues. Check lists of various publications are received as published, and the book reviews and pamphlet lists in Chemical Industries, Industrial and Engineering Chemistry, etc., are carefully checked.

Professional translators of many languages, including the Scandinavian and Slavic, are available on call, as well as expert typists for special technical work in some of the languages such as French, German and Spanish. The Chemical Library Service has been fortunate in obtaining translators who are trained in various technical fields as well as in the languages so that accurate translations can be made with very little trouble.

In addition to some library training in coordinating material and knowledge of refer-

ence sources and indexing, the most important qualification for consulting technical library work is a broad technical background, both from formal education and from experience. A wide acquaintance among special librarians is particularly valuable where the sources on certain very specialized subjects, usually rather remotely related to technical work, are not so familiar. A two-minute telephone call will often save hours of time in looking for material when the field is more or less unfamiliar.

A consulting library service can never hope to offer that instantaneous information service found in the special library within an organization, but it can assist in supplying the more complete, time-consuming services such as extensive literature searches, translations, indexing, classifying and arranging of material, etc. This type of service is of value to the special librarian as well as to the person without a library, in that it provides a source whereby such time-consuming jobs can be done and still leave the librarian free for the necessary routine, administration and maintenance of rapid information service.

As the Chemical Library Service does not at present maintain a large collection of books and pamphlets, no cataloging or classifying is necessary. The reprints and pamphlets which are collected are kept in a file by subject. A card index is also kept by subject, author and source. The cards showing source are kept separate from the subject and author cards.

In addition to source cards for reprint and pamphlet material, a card is made for every patent and article of which a translation has been made and for articles abstracted, when the original article is not in the files, thus one can tell at a glance whether there is any information available in the files concerning the item. This idea of a "source index" was originally developed in a chemical library in which there were fairly large files of reprints, pamphlets and photostats. Cards were made in that case for all items in the vertical files (reprints, pamphlets, photostats, etc.; not for abstracts). In this way, knowing which books and periodicals were in the library already, by checking the "source index" one could find out immediately whether the desired material was in the files or whether it would have to be borrowed from an outside source.

The Chemical Library Service uses a formula index for the indexing of chemical compounds, thus avoiding the scattered entries so often encountered, particularly in organic chemistry, due to the common practice of using various names for the same compound. For instance, in one of the most widely used references for physical data on chemical compounds, one finds entries in the subject index for tertiary butyl alcohol under *ter*-Butyl alcohol and under methyl ethyl carbinol, with no cross-references, because the authors used different names for the same compound and the indexer did not note that the two names should have been cross-indexed to each other. In a formula index both would be found under the formula " $C_4H_{10}O$ " (*ter*-Butyl alcohol and methyl ethyl carbinol) and the indexer would immediately note two names for the same compound, and see that the cards were placed together.

The usual sources of locating material of a chemical nature are used, usual in that they are known to every chemist and chemical librarian. However, experience in the use of these sources often makes it possible to find information concerning the subject under investigation which would be overlooked by one who merely checked through Chemical Abstracts and a handbook such as Beilstein, Gmelin, etc. Many sources of information have been located by checking the literature references in the International Critical Tables and Landholt-Börnstein.

As every chemist or chemical librarian knows, the methods of obtaining complete information on any subject are such that they must be continuously modified to meet the growing ramifications of the science. The frequent appearance of new editions of various handbooks, or revisions of literature summaries, and of new surveys on various fields, is ample evidence that the methods used in classifying and using the data of the science must grow with the science. In order to work efficiently, a consulting librarian for a wide field, in addition to having a thorough knowledge of the general methods by which information is arranged, must keep constantly in touch with the modifications of this general framework and the new sources which are constantly appearing.

## Board Meeting Notes

THROUGH the cooperation of the printers and rush work on the part of all concerned, it was possible to include in this issue the most important steps taken at the Executive Board meeting in New York November 24th.

With great regret but under her doctor's orders, Miss Savord was obliged to ask the Board to be relieved of her additional work as President of S. L. A. until at least February 1st. The Board was deeply grieved at this necessity, but the serious condition of Miss Savord's health requires at least a temporary release from responsibility. It is the fervent hope and expectation of the Board that this release may mean that Miss Savord will be able to resume her duties, if not by February 1st, at least later in the spring.

Due to this necessity, Miss Bemis, first vice-president, is taking over the direction of the association during the interim. As a result, Miss Mead, second vice-president, is relieving Miss Bemis of her responsibility as special liaison officer. In connection with this change, chapter presidents are urged to remember to

send information on their activities to Headquarters to be passed on to Miss Mead, who is doing some special research in New York. Miss Gelda Elliott, vice-chairman of the University & College Departmental Libraries, of which Miss Bemis is chairman, will take over the work of that group.

An action of the Board that will create widespread pleasure is the decision to hold the 1935 convention in Boston. This convention promises much of interest. Points brought out at the Board meeting were the fine returns on the directory orders, the increase in advertising for the magazine, and the marked growth in members of the association. In connection with this, bills for 1935 are about to go into the mail. Associate bills will be sent to chapters by express to be distributed by the secretaries. 1934 showed a great improvement in prompt payment of dues over 1933. It is to be hoped that 1935 will show an even greater increase.

The meeting was well attended. All Board members were present as well as representatives for almost all chapters, groups and committees.

## The Editor's Pleasures and Problems

*The President has discussed vital phases of association activities in the last several issues of SPECIAL LIBRARIES. She has in turn asked that other S. L. A. representatives dealing with particular problems present them here for general consideration.*—(Editor's Note.)

SINCE with improved financial conditions the Executive Board had approved an expanding program for SPECIAL LIBRARIES, it was possible to develop an editorial policy with several definite objectives. The first was the presentation through its pages of specific information on the development of special libraries and the opportunities offered in the profession. A second was the publication of related comment by those who use special libraries or have close contacts with them, but who possess a different point of view from those involved in their administrative problems. A third was the inclusion of condensed, pertinent and enlivening material on the activities of S. L. A., and the fourth was the production of the type of publication notes most useful to the association membership.

The first objective, that of producing

specific and comprehensive studies in the field of special libraries has been attained in part through the development of the series of surveys. These have been made possible through generous and willing cooperation on the part of both the compilers of the surveys and those who have contributed the basic information.

The second objective, the inclusion of comment by interested observers, has resulted in the publication in each number of SPECIAL LIBRARIES of such an article, while contributions are promised for succeeding issues.

The third objective has been reached through the President's able discussion of contemporary association problems, the witty and varied comments by "Snips and Snipes," and directory information published on the back page of the magazine. These directory pages have provided members first with the list of

all the officers of all the chapters, second with a descriptive list of current, outstanding publications of the association, third with a complete list of the group officers, and fourth with the list of institutional members. A complete list of committee personnel was planned for the fifth issue, but the elusive nature of committee members prevents the publication of such a list, at least for the time being.

The fourth objective, that of providing useful bibliographical material, has been sought through improvement in the preparation of the "Business Book Review Digest," through the addition of a section, "New Books Received," giving immediate information on all books passing through the editor's hands, and through a change in the format for other publication items. The publications mentioned in "New Books Received" are all covered later either in "Business Book Review Digests" or in "Publications of Special Interest." In this latter department every effort is made to serve the variety of interests represented in S. L. A. The assistance of contributors in many types of special libraries and in different parts of the country has done much to develop this particular department. The publication of the Duplicate Exchange Committee's list in the columns of *SPECIAL LIBRARIES* has brought about a marked increase in the number of people profiting by this distribution.

The cooperation of the members through

contributions and through comment is warmly appreciated and has done much to make the work even more agreeable than was anticipated. There is room, however, for even greater cooperation in these ways:

1. By sending to *SPECIAL LIBRARIES* notes and clippings about activities of any member or group of members in the association.
2. By passing on references to interesting publications, not only already in print, but also under way.
3. By suggesting topics for articles of interest to the entire membership.
4. By sending word of people outside the special library profession who can write understandingly of problems common to us and to them.
5. By reading and ordering from the advertisements of *SPECIAL LIBRARIES* and by mentioning *SPECIAL LIBRARIES* to the advertisers in ensuing correspondence.
6. By suggesting advertising possibilities to the advertising manager, the editor, or advertisers themselves.
7. By bringing *SPECIAL LIBRARIES* to the attention of interested readers.
8. By always remembering the value of a *SPECIAL LIBRARIES* subscription as a Christmas present, birthday present, or even wedding present for a special librarian!

M. C. M.

## IN MEMORIAM—1934

### BESSIE H. CARRICK

Miss Bessie H. Carrick, an associate member of the Los Angeles Chapter, died at the Wilshire Hospital in Los Angeles on August 4, 1934, shortly after her return from the Montreal meeting of the A. L. A.

Miss Warren, librarian of the Los Angeles Public Library, in writing of her in "The Broadcaster," said in part: "Miss Bessie H. Carrick was born of English parentage in Evanston, Wyoming, in 1880. When her father came to Los Angeles in the employ of the Southern Pacific Railroad, she graduated from high school. After the family moved to San Francisco she secured bindery experience in the public library there. She entered our staff on January 15, 1920. The following year the

bindery work was separated from the Shelf Department and she was put in charge of it. In 1930-31, the peak in our library annals, she directed the expenditure of nearly \$85,000. . . . The American Library Association this year recognized her preëminence in her craft by electing her as chairman of the Book-binding Committee during the year when a code was to be adopted under the N.R.A. Before the meeting in Montreal, Miss Carrick spent three days in New York discussing binding specifications for libraries with officials of the Book Manufacturers' Institute, and it was these specifications which were formally accepted by the A. L. A. Council when she presented them on June 30th, the last day of the conference."

**GEORGE BYRON CATLIN**

Mr. George Byron Catlin, an institutional member of the Michigan Chapter, died March 15, 1934. In his death the world of letters lost a remarkable member. Born in Rushville, New York, August 10, 1857, and educated in the schools of central New York, he early chose journalism as his vocation. In 1884 he came to Michigan, going first to Jackson and then to Grand Rapids, where he served on the *Grand Rapids Herald* until July 7, 1892, when he entered the service of the *Detroit News*, remaining there until his death. He was a man of rare qualities of mind and heart and drew about him a great throng of friends and admirers. In 1917 he induced the management to install a newspaper library, commensurate with the building they were about to occupy.

As founder of the Detroit News Library, one of the best of its sort, he played a very prominent part in S. L. A. activities in Michigan.

In honor of his memory, the *Detroit News* has changed the name of the library to The George B. Catlin Memorial Library of the Detroit News, a fitting memorial to one who left a lasting imprint on this library.

**JOHN C. HAYNES**

Mr. John C. Haynes, a member of the firm of Haynes & Fehr, was a member of the Special Libraries Council of Philadelphia and Vicinity for eight years. Most of that time he was chairman of the Hospitality Committee. He was one of the chapter's most faithful friends and able supporters. His own work kept him constantly in touch with librarians, and he lost no opportunity to make a friend or a member for the Council. His activities were of immeasurable value in this respect, a sort of continuous publicity agent. The Philadelphia Council feels his place will be most difficult to fill.

**ROSABELLE E. PRIDDAT**

Miss Rosabelle E. Priddat, an active member of the Illinois Chapter of the S. L. A., died at St. Elizabeth's Hospital Tuesday, July 31, 1934. She had started her professional career in the Wahl-Henius Institute, first as clerk, then as private secretary to Dr. Henius, and later as librarian. She was one of the most be-

loved employees of that organization and was honored by them with a medal upon the completion of twenty years of service, some twenty years ago.

When the Louis Livingston Library of Baking was established by Julian M. Livingston and the late Milton Livingston in honor of their father, Miss Priddat was made librarian. The library, under the careful, painstaking attention that she gave it, flourished and became a real source of information to the industry and related industries. The "package library" was one of her innovations.

She was a charter member of the Illinois Chapter of the Special Libraries Association which was organized on June 10, 1925, in the Library of the American Institute of Baking, 1135 Fullerton Avenue, Chicago, Illinois. She had worked diligently to insure its establishment and gave freely of her time and strength in all of its activities. In her passing, the chapter has lost a staunch member and a willing worker. Miss Priddat was a member of the American Library Association and the Chicago Library Club for a number of years.

**E. MAE TAYLOR**

Miss E. Mae Taylor, librarian of the Philadelphia Electric Company and active member of the Special Libraries Council of Philadelphia and Vicinity, died March 27, 1934, after an illness of five months. Miss Taylor had been nearly 25 years librarian of the company library.

According to the Resolution of the Library Committee of the Philadelphia Electric Company, "E. Mae Taylor was our first Librarian, and until the close of this twenty-fifth year of our Library's existence she has contributed her devoted efforts to its service and its up-building. Her interest was extended to everyone who would accept her assistance and she was always found ready when her service was called for in the larger problems of the Company annals and in the memories of her associates of a quarter of a century."

Her many friends in the Philadelphia Council and in the National Association, in particular the Science-Technology Group of which she was always an active and interested member, deeply feel her loss.

## SNIPS and SNIPES

*Bravo Boston.* . . . Boston S. L. A. has just gone and made us very proud of it. Discovering that there were a number of librarians out of work and needing jobs badly and, knowing that there was work crying to be done, they put their heads together, formed a committee, and brought the needs of the librarians before the Executive of the F.E.R.A. Mr. Redstone, State Librarian and Director of the Division of Public Libraries, agreed to take charge of the projects approved by the relief agency. Five pieces of work have been outlined, two of which will concern the Boston Chapter: a union list of all current special periodicals taken by Boston libraries and a list of all especially expensive reference books on file in the city. The happy outcome of the Chapter's work is thirty librarians approved for jobs and several already at work. . . .

*Changes and Chances.* . . . Pamela Harrison upped and left *News-Week* in October — where incidentally she's been doing a swell job getting out their Index — for the J. M. Mathes Advertising Agency. She's Mrs. Lipscomb's assistant. . . . And Marion Mead's away from Chicago and her Chamber of Commerce doing research work for International Economic Research, Inc. . . .

*'Osses, 'Osses, 'Osses.* . . . S. L. A.'s and Rademaeker's Joseph McGlynn drew a horse in the Irish Sweeps. We'd like to know how it feels to be that near. . . .

*Come Again.* . . . K. Dorothy Ferguson has finished her four months' job on the Trade Association Bureau project, and we hear she's on her way back to California and her bank. When last we saw her, she was looking very Scotch in plaids, but she said they didn't mean a thing and, besides, she was English. . . .

*Chapter Chat.* . . . At their October meeting New York and San Francisco had a "we do this" evening. What "this" is you'll find in the January issue. . . . New York local groups are more than meeting. We're

stepping out ourselves to the Commercial tea at the British Library of Information tomorrow. . . . Mr. Sohon, Librarian of the Bridgeport Public Library, spoke at a meeting of the Connecticut Chapter on the possibilities for coöperation. . . . Chicago's regional group of catalogers and classifiers met on November 5, and tried to decide what to do with the official and unofficial publications of the Century of Progress. Next time they'll discuss the collection and organization of the U. S. Anagram publications! They tell us their November dinner cost 77¢. If it had been in New York the answer'd be Macy's. . . . Washington Specials lunch together informally every Tuesday, and there are usually 20 to 30 people present. . . .

*Blessed Event.* . . . We're p. as P. to announce a new chapter. It's at Albany and is made up of members from Albany, Troy, and Schenectady. Adelaide McCrum is the *dea ex machina*, and we congratulate her and welcome the new chapter. . . .

*Snippets.* . . . Katherine Uehlin has just finished indexing the National Probation Association publication, "Probation" back to Volume I. . . . Dorothy Bell, Chairman of the Public Business Librarians Group, and her committee are thinking about a manual for the use of public business librarians, and Science-Technology are definitely going on with theirs. . . . Laura Eales of the Bridgeport Library is a member of the Civil Service Merit Committee, which has just published a report that's arousing much interest in Bridgeport. . . .

*Angels unaware.* . . . We always knew SPECIAL LIBRARIES was foresighted, but the palm goes to the editor, who had an article in the March 1914 issue by Donald B. Richberg. . . .

*Prepared.* . . . One efficient library that we know rather well isn't going to be caught short again! They've changed their file heading from "Twins" to "Twins, triplets, etc."

## Business Book Review Digest

Compiled by the Staff of the Business Branch of the Public Library, Newark, N. J.

While space limitations permit only the more important books to be covered in these pages, the Business Branch maintains an index to business book reviews. This now covers approximately 5,000 titles, running from 1922 to date. This index may be freely consulted by special librarians.

**Atkins, W. E. Gold and your money. Robert M. McBride & Co., 1934. 164 p. \$1.75.**

Explains in simple, easy to understand, non-technical language the essentials of monetary economics. Analyzes the gold standard and shows why it is insecure under present conditions. Discusses the Roosevelt monetary program, the compensated dollar, and relation of money to business activity. An interesting addition is the chapter on the monetary views of "Coin" Harvey, Father Coughlin, and the theories of Professor Warren and Irving Fisher. Favorably spoken of as a clear, readable, unequivocal account. Criticized for probably trying to include more matter than can be carried effectively in a book of small size and simple style.

- + *Accounting R.*, June 1934. p. 194. 1,300 words
- + *Am. Econ. R.*, September 1934. p. 534. 450 words
- + *Barron's*, March 19, 1934. p. 6. 85 words.
- + *Mag. of Wall St.*, April 14, 1934. p. 694. 125 words.
- + *Today*, April 21, 1934. p. 20. 70 words.

**Bowman, R. T. Statistical study of profits. University of Pennsylvania Press, 1934. 316 p. \$3.00.**

"Analyzes the rates of earnings on investments of 1,600 companies in 12 industries and for 3,144 companies in 16 major industrial divisions for periods ranging from two to ten years." One reviewer states that the author has the viewpoint of the economist and the technique of the statistician. No critical comment given.

- Assn. Consulting Management Engineers News Bul.*, May 1934, p. 3. 60 words.
- Dom. Comm.*, April 10, 1934. p. 107. 75 words.
- Ind. Arts Index*, April 1934. p. lii. 75 words.
- N. A. C. A. Bul.*, July 15, 1934. p. 1332. 250 words.

**Breyer, R. F. Marketing institution. McGraw-Hill, 1934. 357 p. \$3.00.**

A unified study of marketing using the "market" approach, a reversal of the accepted method. Discusses the functions and machinery of marketing, marketing in relation to supply and demand, competitive conditions, costs, social effectiveness before the New Deal, and gives a thorough statement of the New Deal and its relations to marketing. Bibliography included. Spoken of as an up-to-the-minute book. No critical comment given.

- Assn. Consulting Management Engineers News Bul.*, July 1934. p. 7. 60 words.
- Bankers M.*, October 1934. p. 440. 110 words.
- Ind. Arts Index*, July 1934. p. v. 75 words.
- Management R.*, September 1934. p. 284. 75 words.

**Croxtan, F. E. Practical business statistics. Prentice-Hall, 1934. 529 p. \$3.50.**

Presents in a clear, logical way the elementary principles of statistics, with emphasis on application rather than theory. Covers sources of statistical data, make-up of tables, ratios and percentages, frequency distribution, time series, correlation and forecasting. The appendix

contains mathematical tables. Bibliography included. Criticized by one reviewer for the scant attention given index numbers. Recommended by another, for the comprehensive treatment of graphic presentation and the attention to numerous accounting ratios. Highly spoken of as a comprehensive handbook, readable and instructive, of high quality.

- + *Accounting R.*, September 1934. p. 273. 300 words.
- Bankers M.*, October 1934. p. 441. 165 words.
- Dom. Comm.*, October 20, 1934. p. 131. 70 words.
- + *Dun and Bradstreet Mo. R.*, September 1934. p. 32. 170 words.
- Ind. Arts Index*, July 1934. p. v. 60 words.
- + *J. Account.*, September 1934. p. 231. 375 words.

**Firth, L. E. Testing advertisements. McGraw-Hill, 1934. 282 p. \$2.50.**

Written in dialogue form this study of copy testing methods is both entertaining and refreshing. The various methods are analyzed and appraised, showing under what circumstances each can be used to the best advantage. Highly recommended by all reviewers and spoken of as a careful, closely reasoned analysis, thorough and unbiased.

- Ind. Arts Index*, July 1934. p. v. 60 words.
- + *J. Retailing*, July 1934. p. 62. 300 words.
- + *Management R.*, September 1934. p. 287. 175 words.
- + *Western Adv.*, July 1934. p. 56. 800 words.

**Kniffin, W. H. Better banking. McGraw-Hill, 1934. 426 p. \$3.50.**

A textbook on bank management dealing with functions and policies rather than technique, and analyzing the banking system as it is today. Includes a helpful analysis of the Banking Act of 1933. Spoken of as constructive, helpful, interesting and readable. In the opinion of some reviewers it is regrettable that the author did not go more deeply into the problems dealing with the bank portfolio and the causes of bank failures.

- + *Am. Bankers Assn. J.*, May 1934. p. 78. 400 words.
- Bankers M.*, March 1934. p. 349. 16 words.
- Harvard Business R.*, July 1934. p. 489. 300 words.
- Ind. Arts Index*, March 1934. p. lv. 60 words.
- + *Savings Bank J.*, May 1934. p. 56. 275 words.

**Law, William. Successful speculation in common stocks. McGraw-Hill, 1934. 396 p. \$3.50.**

"A revised edition of a book published in 1930, which has been highly praised for the soundness and clarity of its treatment. Beginning with a discussion of the mechanism and tools of speculation, it proceeds with an analysis of the movements of stock prices as a whole — the different meanings of 'value,' price fluctuations and their causes, and the relation of general business activity to the stock market." Highly spoken of as a sober, clear description, free from ballyhoo.

- + *Amer. Econ. R.*, September 1934. p. 514. 60 words.
- Bankers M.*, August 1934. p. 230. 100 words.
- Comm. & Fin.*, July 11, 1934. p. 576. 200 words.
- Management R.*, October 1934. p. 318. 100 words.

**Leven, Maurice.** America's capacity to consume. Brookings, 1934. 272 p. \$3.00.

Second in a series of four on "Distribution of wealth and income in relation to economic progress," to be issued by Brookings Institution. This is a study of the distribution of national income among individuals and families and the ways in which their income is spent. Shows also what percent of the national income goes into consumptive expenditures, what percent into savings, and the bearing of this upon the efficient functioning of our economic system. No critical comment given.

*Barron's*, October 29, 1934. p. 18. 400 words.

*Dom. Comm.*, September 20, 1934. p. 93. 100 words.

*N. Y. Times Bk. R.*, October 21, 1934. p. 18. 1,400 words.

*Mo. Bul. Assn. Leather Goods Mfrs.*, September 1934. p. 26. 525 words.

**Meyer, C. H.** Securities exchange act of 1934. Francis Emory Fitch, Inc., 1934. 251 p. \$2.50.

A clear, brief analysis and summarization of the Securities Exchange Act of 1934 and the Act of 1933, for the layman. The two laws are explained and analyzed in detail. The author warns his readers, that while he believes his opinions to be sound these opinions may finally be found not to be in harmony with court decisions and rulings of government agencies. Favorably spoken of as a clear, readable presentation, of vital importance to brokers, bankers, corporation officers and investors as well as the general reader.

+ *Barron's*, July 30, 1934. p. 6. 250 words.

*Bus Week*, August 18, 1934. p. 31. 35 words.

*Comm. & Fin.*, September 12, 1934. p. 746. 175 words.

*N. Y. Times Bk. R.*, August 26, 1934. p. 3. 1,000 words.  
+ *System*, October 1934. p. 484. 500 words.

**Simpson, Kemper.** Introduction to world economics. Harper, 1934. 295 p. \$3.50.

An examination of the economic systems of France, Germany, Great Britain and the United States, showing how the economic framework of the whole world "hangs together" and prospers together. Describes the natural resources, manufactures, surpluses, and banking and credit facilities of these countries. Important statistical data included in the appendixes. Favorably spoken of as a clearly written, reasoned, emphatic treatment and recommended for its impressive demonstrations of the futility of economic nationalism.

+ *Am. Bankers Assn. J.*, July 1934. p. 70. 735 words.

*Assn. Consulting Management Engineers News Bul.*, July 1934. p. 8. 100 words.

*Bankers M.*, October 1934. p. 442. 100 words.

+ *Barron's*, July 2, 1934. p. 7. 160 words.

*Dun & Bradstreet*, October 1934. p. 32. 150 words.

*Ind. Arts Index*, June 1934. p. iii.

**Weiss, E. B.** Keeping young in business. McGraw-Hill, 1934. 182 p. \$1.75.

A stimulating, lively, commonsense discussion, full of practical advice and suggestions for keeping out of a rut. "Points out the methods that should be employed so that the business man may run the business instead of the business running the business man." No critical comment given.

*Adv. & Sell.*, October 11, 1934. p. 54. 100 words.

*Barron's*, October 29, 1934. p. 18. 90 words.

*Management R.*, October. p. 319. 85 words.

## NEW BOOKS RECEIVED

Applied Social Science. Faxon. Volume XVI-XIX, May 1931-Dec. 1934, of the Journal of Nat. Inst. of Social Sciences. 196 p. \$2.00.

**Bauer, John & Gold, Nathaniel.** Public Utility Valuation for purposes of rate control. Macmillan, 1934. 477 p. \$3.50.

**Boston Conference on Retail Distribution.** Retail Trade Board, 80 Federal St., Boston, Mass. 1934. 94 p. \$3.50.

**Brett, T. J.** Engineer-Custodians manual; Examination questions and answers. American technical society. 1934. 185 p. \$2.50.

**Brewster, Kingham.** An outline of the New Deal Administration. Author. 15th and H Sts., N. W., Washington, D. C. 1934. 125 p. 50¢.

**Buck, A. E.** The budget in governments of today. Macmillan, 1934. 348 p. \$3.00.

**Commager, H. S.** Documents of American history. Crofts, 1934. 454 p. \$4.00.

**Engelbrecht, H. C.** "One hell of a business." McBride, 1934. 95 p. \$1.00.

**Moore, F. F. and Gill, J. G., ed.** Municipal accounting and auditing. Rider College, Trenton, N. J. 1934. 321 p. \$6.00.

**Quiett, G. C.** They built the West. Appleton-Century, 1934. 569 p. \$5.00.

**Packer, C. E. and Ahlers, J. A.** Automobile service shop management. American Technical society, 1934. 151 p. \$1.50.

**Rautenstrauch, Walter.** Who gets the money? Harper, 1934. 99 p. \$1.00.

**Rothschild, E. F.** The meaning of unintelligibility in modern art. University of Chicago Press, 1934. 103 p. \$1.50.

**Schmeckebier, L. F.** New federal organizations; An outline of their structure and functions. Brookings Institution, 1934. 209 p. \$1.50.

**Schneider, Georg.** Theory and history of bibliography. Columbia University, 1934. 306 p. \$3.75.

**Shores, Louis.** Origins of the American college library, 1638-1800. George Peabody College, 1934. 290 p. \$3.00.

**Weseen, M. H.** A dictionary of American slang. Crowell, 1934. 543 p. \$2.50.

Uniform system of accounts for hotels. Includes food and beverage supplement. 2nd ed. Hotel Assoc. of N. Y. C., 1933. 95 p. \$2.50.



## Publications of Special Interest

**Association of Special Libraries and Information Bureaux.** Report of proceedings of the eleventh conference. The Association, London. 1934. 109 p. 5/-.

The papers on selection of literature for special libraries are interesting with Miss Morley's paper of particular value because of the inclusion of data from the elaborate survey of twenty representative special libraries made in 1933. The statement by Mr. Walker of the Hendon Public Library of the crying need for a successor to the Carnegie Technical Book Index is interesting in view of the activities in that direction of S. L. A.

**Blakeslee, G. H.** Conflicts of policy in the Far East. Foreign Policy Association, New York. 1934. 56 p. 25¢.

Newton D. Baker thinks that nobody has written anything comparably clear, concise, and temperate.

**Bureau of Railway Economics.** Government ownership of railways, a list of publications 1930-1934. Library, Bureau of Railway Economics, Washington. 1934. 53 p. Free.

Brings up to date the bibliography on the same subject covering 1917-1929. The material is arranged by country. There is an author index.

**Cahill, Holger and Barr, A. H., Jr.** Art in America in modern times. Reynal & Hitchcock, New York. 1934. 116 p. 158 illus. \$1.50.

This most unusual handbook covers the whole field of modern art in America, from the Civil War to the present, dealing not only with painting, sculpture and architecture, but including also the industrial arts, stage design, photography and the motion picture. The text is illustrated with a wealth of beautifully reproduced photographs and nine large color plates. The whole publication is condensed into 110 pages, but bibliographies at the end of the text provide material for further reading on each section of the subject.

**Farm Credit Administration.** First annual report. Government Printing Office, Washington, D. C. 1934. 177 p. n. p.

This interrelated system consists of organizations in twelve districts, in each of which are four permanent credit institutions, a Federal Land Bank, a Federal Intermediate Credit Bank, and production credit corporation and a bank for cooperatives. An appendix contains tables of statistics of the operations of the various organizations.

**Flexner, J. M. and Edge, S. A.** Readers advisory service. American Association for Adult Education, New York. 1934. 59 p. 50¢.

An agreeably written discussion of problems based on actual experience and including records of results. Of value to all librarians since all the material discussed relates to their daily work, no matter what their titles.

**Grosvenor, W. M.** Table of chemical and physical properties of solvents and plasticizers. Breskin & Charlton Publishing Corp., New York. 1934. 28 p. 25¢.

Contains an index, an alphabetical list of all the compounds tabulated, and includes not only the names under

which they are listed in the tables, but also synonyms, as well as common or trade names. This pamphlet is a reprint of a series of articles that appeared in monthly issues of *Plastics Products*, April-August 1934.

**Handbook of adult education in the United States.** American Association for Adult Education, New York. 1934. 385 p. \$1.50 to members of the association, \$2.00 to others.

Each article is followed by a list of suggested reading. A list of nearly 150 national organizations having adult education programs is given.

**Herdman, M. M.** Classification: an introductory manual. American Library Association, Chicago. 1934. 22 p. 35¢.

A condensed discussion of the various problems involved in classifying a library. Includes a brief description of the different classification schemes with a list of references to articles more fully discussing them.

**Jones, J. P.** Technique to win in fund raising. Inter-River Press, New York. 1934. 230 p. \$3.50.

A clear, systematic presentation of the problems involved in campaigns for funds, supplemented by statistics covering many phases. Brings out the basic necessity for thorough preparation for any campaign. Can bear frequent re-reading. Invaluable as a guide to understanding campaign procedure and reasons therefor.

**Judd, C. H.** Education and social progress. Harcourt, New York. 1934. 285 p. \$2.00.

A frank and clear discussion of the relation of public school education in this country to current problems of public finance and curriculum adequacy. Outspoken and penetrating in comment on particular situations. Useful to the layman as a guide to current needs.

**Koos, L. V. and staff.** Summary, national survey of secondary education. U. S. Department of the Interior, Office of Education, Washington. 1934. 232 p. 25¢.

Gives the high lights in the findings and indicates where amplified consideration of special phases may be found, as for example, Monograph No. 17, The Secondary School Library, available for 10¢.

**Lundberg, G. A.** Leisure, a suburban study. Columbia University Press, New York. 1934. 396 p. \$3.00.

A comprehensive picture of the various factors entering into suburban life and their effect on the use of leisure. Clearly and interestingly written. Gives illuminating data on contemporary manners and customs supplemented by many tables and an excellent bibliography. Valuable in any study of current social progress.

**Mida, L. W.** Continuous directory and merchandiser for the spirits and vinous industries. Mida's Services, Inc., Chicago. 1934. (Loose leaf with consultation privileges.) \$15.00.

This directory lists distillers, rectifiers, importers, wholesalers and wineries by state and city. One section under tab "Brand Index" lists the trade names by type of beverage with the manufacturer or importer designated. Included also is a buyers guide for the industry. A most

important section condenses the federal and state laws pertaining to manufacturing, jobbing, labeling and shipping. The major newspapers and magazines which accept liquor advertising are listed.

**Museum of Science and Industry.** The machine age and allied subjects. The Museum, Chicago. 1934. 4 p. Free.

A mimeographed list of selected titles well annotated.

**National Committee on Municipal Accounting.** Suggested procedure for detailed municipal audit. The Committee, Chicago. May 1934. 26 p. \$1.00.

An outline of procedure covering the many steps involved in making such an audit and developed according to suggestions made by representatives, professional accountants, public officials and citizens' groups.

**National Council of Teachers of English.** Good reading. The Council, Chicago. 1934. 72 p. 15¢.

A varied list of 900 books significant for present day readers. Arranged by subject, briefly annotated. Publisher and price are given and stress is laid on such inexpensive popular series as Everyman's Library, Modern Readers Series, Vanguard Series, etc. An excellent pamphlet.

**Podolsky, Edward.** Medicine marches on. Harper, New York. 1934. 343 p. \$3.50.

A popular presentation of outstanding events in the history of medicine. Easy to read and well indexed. A general survey that makes the great strides in medicine understandable to the layman.

**Policyholders Service Bureau.** Training and service provisions for bank employees. Metropolitan Life Insurance Co., New York. 1934. 33 p. Free on request.

The various educational and training plans of representative banks are presented, health activities including vacation practices are outlined and special service provisions are discussed.

**Queensborough Public Library.** Famous literary prizes. Jamaica, 1934. 31 p. Free.

A concise handbook giving data on various literary prizes, the reasons for their development and the recipients by years.

**Rolph, I. K. and Carroll, E. J.** Retail operating costs within a metropolitan community. (Domestic Commerce Series No. 88.) U. S. Department of Commerce, Washington. 1934. 50 p. 10¢.

The report was planned to show the differences between costs of doing business in the downtown district and outside that district, and to show relation between costs of doing business and sales volume increases.

**South Kensington Science Museum.** A five-year bibliography of the theory of refrigeration, refrigerants and appliances 1929-1933. Compiled by H. T. Pledge. London, 1934. 97 p. 2/-.

The Science Library has a comprehensive subject index which grows at the rate of 150,000 entries annually. It endeavors to make its usefulness widespread through the publication of extensive bibliographies of its resources. This example ably covers its field. The inclusion of a list

of the Science Library Bibliographical Series adds to its value.

**Special Libraries Association, Insurance Group.** Insurance book reviews No. 5. New York, 1934. 8 p. 5¢.

Reviews of brief annotations are given for publications appearing July to September 1934. The Insurance Group is to be congratulated for promptly covering its field.

**University of Michigan.** Alumni reading lists — second series. Ann Arbor. 1934. 209 p. \$1.25.

The alumni of the University of Michigan turn frequently to their alma mater for guidance in personal reading. Two volumes of well selected lists have appeared as a result of this special interest. This second series covers a wide range of subjects. The careful selection and the illuminating annotations make it a useful tool for any library and a stimulating handbook for the individual.

**Y. M. C. A., Industrial Department.** Twenty questions on the economic security of the American people: a study outline. Association Press, New York. 1934. 48 p. 25¢.

This pamphlet is an attempt to answer some of the questions which are most challenging in our economic life. What have people done to protect themselves against the major hazards of life? What have other countries done? What do terms we hear so frequently — insurance, reserve, dole — really mean? A carefully selected bibliography completes the study.

### S. L. A. Duplicate Exchange Committee

THE publications listed here can be secured free, except for transportation charges, by communicating with Mrs. Mildred C. Chamberlin, Chairman, S. L. A. Duplicate Exchange Committee, Business Branch of the Library, 34 Commerce Street, Newark, N. J. Promptness is essential. *Abbey reg. of western lumber ind.* 1931

*Accident facts.* 1930, 1931

*Agricultural & home economics leaders.* 1931

*Alexander* — Brief history of equitable society. 1934

*Am. Asso. Textile Chemists Yearbook.* 1932

*American cement directory.* 1931

*American Hatter Directory.* 1933

*Amer. Inst. of Finance* — Pamphlets on Investments

*A. M. A.* — Economic, political setting of bus. adm. 1934

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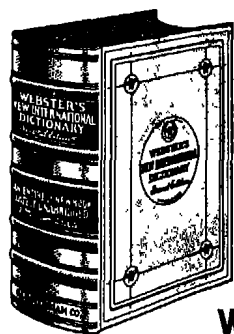
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